

Central Intelligence Agency

C MC - GR



Washington, D.C. 20505

4 APR 1988

Mrs. Zeruah H. Rizzi  
Assistant to the Vice President  
Corporate Governmental Affairs  
Sears, Roebuck and Company  
633 Pennsylvania Avenue, N.W.  
Suite 600  
Washington, D.C. 20004

Dear Mrs. Rizzi:

As you are already aware, we are holding our annual Office of Logistics Conference this year on 16 and 17 May 1988. This year's theme is "Customer Service;" a topic upon which you can certainly speak with authority and firsthand knowledge.

I would like to invite you to address our conference this year. You have previously met with with my Executive Officer, [redacted] and with our conference coordinator, James [redacted] to discuss the general nature of our conference and your presentation. We have set aside a period from 1330-1430, on Tuesday, 17 May, for your presentation.

For our mutual convenience, we will be providing a government car and driver to transport you to and from the conference. The travel time between downtown D.C. and the conference facility is approximately an hour and a half.

Although I'm sure they will be in touch with you prior to the conference, if you have any questions, or need specific audiovisual equipment, please contact [redacted]

Thank you in advance for what I'm sure will be a rewarding experience for the Office of Logistics.

Sincerely,

[redacted]  
Acting Director of Logistics

O-D/L: [redacted] (4Apr 88)

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